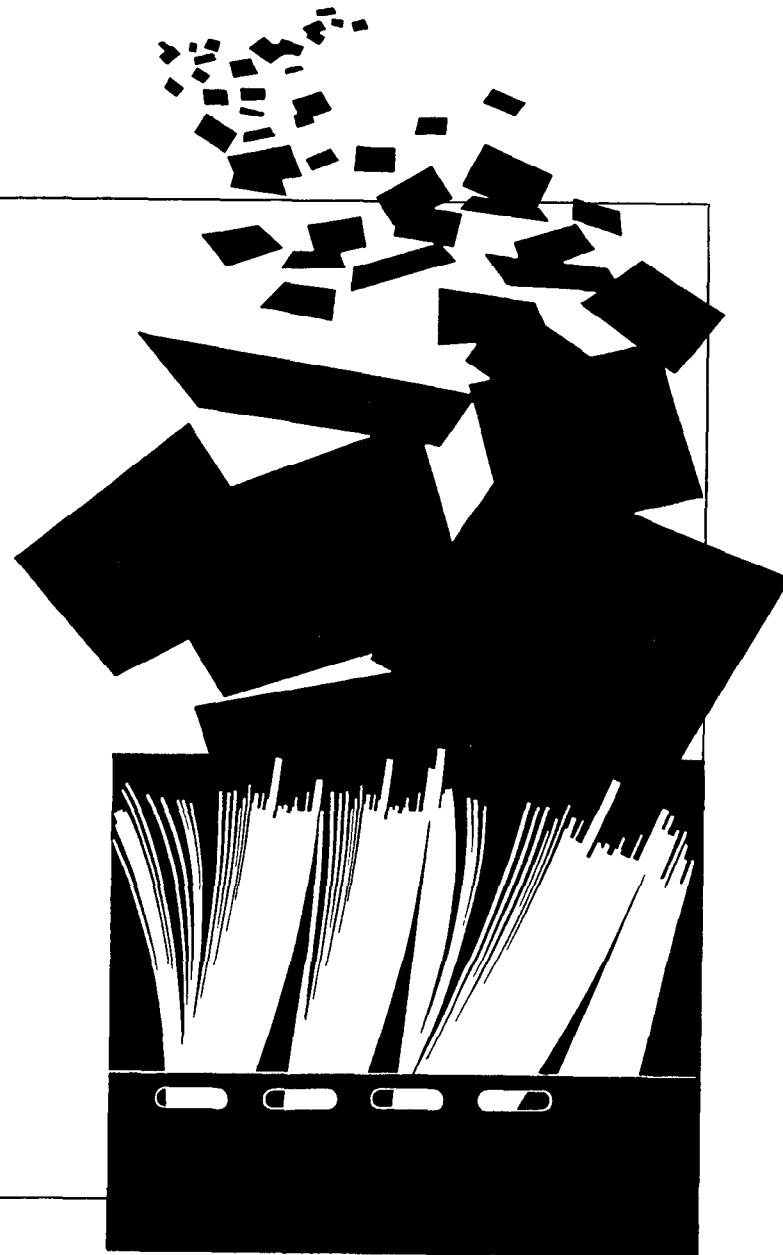


# **Wisconsin Records Retention Schedule for School Districts**

**Wisconsin Department  
of Public Instruction**

**Herbert J. Grover,  
State Superintendent**



# **WISCONSIN RECORDS RETENTION SCHEDULE for School Districts**



Wisconsin Department of Public Instruction  
Herbert J. Grover, State Superintendent

James A. Bennett  
DPI Forms and Records Management Coordinator  
Bureau for Systems and Data Processing

In conjunction with  
The School District Records Retention Task Force  
Steve Hintzman, Chairperson

Gary K. Johnson  
Assistant Superintendent  
Division for Management and Budget

Ken Adler  
Director  
Bureau for Systems and Data Processing

January 1990

This publication is available from:

Records Management Section  
Wisconsin Department of Public Instruction  
125 South Webster Street  
P.O. Box 7841  
Madison, WI 53707-7841  
(608) 267-9154

Bulletin No. 0355

Copyright © 1990 by Wisconsin Department of Public Instruction

The Wisconsin Department of Public Instruction does not discriminate  
on the basis of race, color, religion, sex, national origin, age, or handicap.

# WISCONSIN RECORDS RETENTION SCHEDULE for School Districts

## *Table of Contents*

### **Introduction**

Public Records Law Section 19.21(6) .....	Page i
Note on Pupil Records .....	Page ii
The Records Retention Schedule .....	Page ii
Adopting the Schedule .....	Page ii
Destruction and Transfer of Records .....	Page iii
Records of Historical Importance .....	Page iii
For Further Assistance .....	Page iii
Acknowledgments .....	Page iv

### **Notification/Adoption Form**

### **The Records Retention Schedule**

Administration Records .....	Page 1
School Board Records .....	Page 1
Buildings and Grounds Records .....	Page 2
Transportation Records .....	Page 2
Statistical Records .....	Page 3
Program Applications/Evaluations .....	Page 3

Finance Records .....	Page 6
Purchasing/Payroll Records .....	Page 6
Accounting/Budget Records .....	Page 7
Personnel Records .....	Page 10
Employee Records .....	Page 10
Pupil Records .....	Page 15
Information Records .....	Page 15
Progress Records .....	Page 16
Behavioral Records .....	Page 16
Special Education Individual Records ....	Page 17
Special Education Records .....	Page 18
Miscellaneous Records .....	Page 20

### **Appendixes**

Wisconsin Statutes Covering Legislation Enacted Through January 1990.

I. s. 19.21(6) .....	Page 22
II. s. 118.125 (1) and (3) .....	Page 23
III. List of Relevant Statutes .....	Page 24
IV. Education Department's General .... Administrative Regulations (EDGAR)	Page 25

# Introduction

School districts accumulate thousands of pages of records every year—records that soon become obsolete. Questions arise frequently regarding record retention, destruction, and the interpretation of statutes relating to transfer of records. In response to requests for assistance, the state superintendent established a task force to explore the problem of records retention and develop strategies for dealing with records common to all school districts.

Section 19.21(6) provides statutory guidance for the policy development, retention, transfer, and destruction of school district records. A school district, except a first class city school district, may provide for the destruction of obsolete school records. Prior to any such destruction, at least 60 days' notice in writing of such destruction shall be given to the State Historical Society, which shall preserve any records it determines to be of historical interest. The State Historical Society may, upon application, waive the notice. The period of time a school district record shall be kept before destruction shall be not less than seven years, unless a shorter period is fixed by the Public Records and Forms Board under s. 16.61 (3)(e) and except as provided under sub. (7). This section does not apply to pupil records under s. 118.125.

Section 19.21 (6) of the Wisconsin statutes states the following:

- School districts may provide for the destruction of obsolete school records except for pupil records under s. 118.125. However, prior to any destruction, at least 60 days' written notice must be given to the State Historical Society (SHS). The prior notice requirement enables the preservation of school records determined by the SHS to be of historical interest. The SHS may waive the notice requirement.
- The period of time a school district record must be kept before destruction must be not less than 7 years, unless a shorter period of time is fixed by the Public Records and Forms Board.

The State Superintendent's Task Force on School District Records was charged with the development of a School District Records Retention Schedule (SDRRS). The SDRRS provides for recommended retention periods for records common to all school districts, denotes records of historical importance, and describes a process for transfer of records to the State Historical Society (SHS) as well as a procedure whereby the SHS may waive the notice requirement.

School districts that adopt the SDRRS will find the retention, destruction, and transfer of records to the SHS more manageable.

Adoption of the SDRRS will

- enable disposal of some records in less time than the seven years generally required by the statutes;
- provide guidance regarding those school district records that should be preserved locally or are of interest to the SHS; and
- eliminate paperwork for both the district and the SHS.

**District Options:** The Schedule serves as a guidepost against which to check the individual needs of each district. A district may adopt the entire Schedule, individual sections, or a modified version. The task force and the state Public Records and Forms Board recommend that school districts adopt the Schedule and submit the Notification Form to the SHS.

This document addresses hard copy (paper) and microfilm only. Questions concerning the retention of other types of storage media will be handled on a case by case basis.

## Microfilming School District Records

School Districts may keep and preserve public records through the use of microfilm providing that the microfilming meets the applicable standards established in s. 16.61 (7), Wisconsin Statutes. School districts should consider factors such as the retention period and estimated cost of the microfilming in deciding which records to microfilm. After verification by school district, paper records can be

destroyed if these records are to be preserved on microfilm. For microfilmed records not identified as permanent, the designated records retention period applies.

**Note of Caution:** It is important to be aware of the latest regulations regarding records. Contact the organization(s) listed in the *For Further Assistance* section for more information.

## Public Records Law Section 19.21(6)

Section 19.21(6), Wisconsin Statutes, states that school districts may provide for the destruction of obsolete school records *except for pupil records under s. 118.125*. Section 19.21(6) also explains the advance notice that must be given to the historical society. In addition, the law states: *The period of time a school district record shall be kept before destruction shall be not less than seven years, unless a shorter period of time is fixed by the Public Records and Forms Board*. The Public Records and Forms Board has fixed/approved the retention periods\* listed in this schedule, and many of which are less than seven years. The opportunity to destroy records after a shorter period of time will alleviate some long-term storage needs.

## Note On Pupil Records

Although most school district records fall under Section 19.21(6), pupil records do not. Pupil records are addressed in Section 118.125, Wisconsin Statutes. (see Appendix II). The law states that each school board shall specify *"the time during which pupil records shall be maintained."* However, two guidelines are stated: 1) **No behavioral records may be maintained for more than one year after the date upon which the pupil graduated from or last attended school, unless the student specifies otherwise, and 2) pupil records need not be maintained for a period of longer than five years after the pupil ceases to be enrolled in the school.**

\* Retention periods begin at the time the records are created (except for records which pertain to federally funded projects as footnoted in the Schedule).

## The Records Retention Schedule

The Task Force on School District Records recommends the retention periods listed in this Schedule. Some recommended retention periods are less than seven years, others (for records deemed to have administrative, historical, fiscal and/or legal value) are more than seven years.

For any record for that indicates a retention period of less than seven years, the school district may destroy the record in compliance with s. 19.21(6) *if the school district has retained the record for at least the period of time indicated on the Schedule*. **For example**, if the Schedule indicates a retention period of three years, the school district may destroy the record any time after three years, but not before three years, and be in compliance with s. 19.21(6).

For any record on the Schedule that indicates a retention period of seven years or more, the school district may destroy the record and comply with s. 19.21(6) if the school district has retained the record for *at least seven years*. **For example**, if the Schedule indicates a retention period of ten years, it is recommended to retain the record for ten years, but the school district may destroy the record any time after seven years and be in compliance with s. 19.21(6).

## To Adopt the Schedule

School districts are advised to adopt the Schedule even though they may not have all the records listed in it. A district may adopt the entire schedule, individual sections, or a modified version. A district may develop a Schedule with different retention periods from those listed. For records to be retained less than seven years, the district may **not** adopt a retention period shorter than that indicated in the Schedule without the approval of the Public Records and Forms Board. A new Schedule, or list of modifications, must be sent with the Notification Form. Specific school district records can be listed in Section 6, Miscellaneous Records. An adopted Schedule becomes the district's policy on record retention, destruction, and local preservation and/or the transfer of records to the Historical Society.

## Destruction and Transfer of Records

If the district has made a decision to adopt the Schedule, notification can be given to the Historical Society of the district's intention to destroy/transfer records in accordance with the Schedule. The Notification Form provides a "blanket", 60-day notice to the Historical Society in compliance with s. 19.21(6). Records older than 50 years require a separate (or additional) notification to the Historical Society prior to destruction. Unless the Historical Society informs the district otherwise, the district may begin record destruction upon acknowledgment of receipt of the form from the Historical Society. A district should contact the State Historical Society prior to transfer.

For any record that does not appear on the Schedule, the school district may destroy the record (after notice to the Historical Society) any time after seven years and be in compliance with s. 19.21(6). If the school district wants to destroy such a record before a period of seven years has elapsed, the district must obtain the approval of the Public Records and Forms Boards as provided in s. 19.21(6).

**Note of Caution:** Under the law, no record may be destroyed after a receipt of a request for inspection or copying of the record until the request is granted or until at least 60 days after the date that the request was denied. If a legal action has begun to obtain access to a requested record, the record may not be destroyed until after the litigation is completed (as provided in s. 19.35(5), Wisconsin Statutes.

## Records of Permanent Historical Importance

Those records determined to be of permanent historical importance are noted on the Schedule. If the Historical Value column is checked, then the district should transfer the indicated record to the Historical Society **only** if the district does not wish to physically retain the records permanently. Because historically valuable school records tend to be most frequently used by local citizens, the Historical Society may recommend that these records be retained locally where they can be preserved in a safe and permanent

manner. The statutes (s. 120.13(12), s. 44.09, and s. 19.23) permit any school district/board to transfer custody to the Historical Society of any record that is no longer needed for the proper administration of the district and that is deemed by the Historical Society to be of permanent historical importance.

## For Further Assistance

For assistance, please contact the following individuals:

—for general information on records management and technical assistance:

Executive Secretary  
Public Records and Forms Board  
4622 University Avenue  
Madison, WI 53702  
(608) 266-2996

—for information or questions about historical records:

Archives Collection Development  
State Historical Society  
816 State Street  
Madison, WI 53706  
(608) 262-0629

—for information on records-related requirements of the Department of Public Instruction:

Information Management Specialist  
Department of Public Instruction  
125 South Webster Street  
Madison, WI 53702  
(608) 267-9154

## Acknowledgments

State Superintendent Herbert J. Grover appointed the School District Record Retention Task Force to address types of records common to all school districts along with minimum retention periods for each based on administrative, fiscal, legal and historical value.

The School District Record Retention Schedule represents the work of many people and is the result of extensive discussion among school district administrators, business managers, and personnel from educational service agencies.

Jim Bennett, Information Management Specialist for the Department of Public Instruction, was primarily responsible for revising and updating this edition.

Lyn Duguid served as researcher and publication editor.

Beverly Kochan contributed enormously to the clarity of presentation by her thoughtful and rigorous editorial reviews.

A special note of appreciation to Steve Hintzman of the Wisconsin Association of School Boards, who chaired the Task Force.

The Department of Public Instruction gratefully acknowledges the task force members' commitment to producing a document that will be valuable to Wisconsin school districts.

## School District Records Retention Task Force

Steve Hintzman, Director  
Legal Services  
Wisconsin Association of School Boards

Jim Bennett  
Information Management Specialist  
Department of Public Instruction

Marvin Berg  
Supervisor, Private School Liaison  
Department of Public Instruction

F. Gerald Ham  
State Archivist  
State Historical Society

Marilyn Hein  
Administrator, Business Services  
Kenosha Unified School District

Steve Hirsch  
Executive Secretary  
Public Records and Forms Board

Patricia Kinzer  
Secretary, Records  
Racine Unified School District

Beverly Kochan, Consultant  
Public and Private Agency Education  
Department of Public Instruction

John Oakeson  
Supervisor, CESA  
Department of Public Instruction

Michael E. Stevens  
Assistant State Archivist  
State Historical Society

Ken Williams (Retired)  
District Administrator  
Edgerton School District

Robert Zold  
Assistant Superintendent  
Pupil Services  
Racine School District



## NOTIFICATION OF ADOPTION OF SCHOOL DISTRICT RECORDS RETENTION SCHEDULE

1. Complete and send the original and 2 copies to: **State Archivist, State Historical Society of Wisconsin, 816 State Street, Madison, WI 53706.**
2. Destruction of records according to the general schedule is NOT permitted until this form is signed by the State Historical Society of Wisconsin and, for records less than 7 years old, the Wisconsin Public Records and Forms Board

School District	Telephone Area/No.
Address Street, City, ZIP	

This is to notify the State Historical Society of Wisconsin and the Wisconsin Public Records and Forms Board that the school district named above has officially adopted the School District Records Retention Schedule. School Districts are advised to adopt the entire schedule. If this is not possible, individual sections may be adopted. Check appropriate box(es).

☐ The School District Adopts the Entire Schedule.

☐ The School District Adopts Only the Following Section

- |  |   |
|--|---|
| <input type="checkbox"/> Administration Records<br><input type="checkbox"/> School Board Records<br><input type="checkbox"/> Building and Grounds Records<br><input type="checkbox"/> Transportation Records<br><input type="checkbox"/> Statistical Records<br><input type="checkbox"/> Program Applications/Evaluations<br><br><input type="checkbox"/> Finance Records<br><input type="checkbox"/> Purchasing/Payroll Records<br><input type="checkbox"/> Accounting/Budget Records | <input checked="" type="checkbox"/> Personnel Records<br><input type="checkbox"/> Employee Records<br><br><input type="checkbox"/> Pupil Records<br><input type="checkbox"/> Information Records<br><input type="checkbox"/> Progress Records<br><input type="checkbox"/> Behavioral Records<br><input type="checkbox"/> Special Education Individual Student Records<br><br><input type="checkbox"/> Special Education Records<br><br><input type="checkbox"/> Miscellaneous Records |
|--|---|

☐ The School District has developed its own schedule (attached)

☐ The School District has modified the schedule (modifications attached).

Name of School District Official <i>Print or Type</i>	Title
Signature of School District Official  ▶	Date Signed <i>Mo./Day/Yr.</i>

The Wisconsin Public Records and Forms Board and the State Historical Society of Wisconsin acknowledge your Notification of Adoption of the School District Records Retention Schedule. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist	Date Signed	Executive Secretary - PRFB	Date Signed
▶		▶	

Restrictions on records destruction contained in s. 19.35(5), Wis. Stats., (Open Records Law), apply prior to destruction. No records should be destroyed if a request for inspection or copying is pending or if litigation involving these records has commenced.

Date Adopted by School District	
Date 1st Issued	Date Revised

## 1.0 Administration Records

1.1.0 School Board Records	Retention Period*	Historical Value**
1.1.1 School Board Meeting Minutes and Agenda Packets	Permanent	x
1.1.2 School Board Committee Meeting Minutes	Permanent	x
1.1.3 Citizens Advisory Committee Meeting Minutes	Permanent	x
1.1.4 Management Team Meeting Minutes	3 years	
1.1.5 Annual Reports to the School Board	3 years	x
1.1.6 School Board Policies	Until Superseded	x
1.1.7 School Board Correspondence	3 years	
1.1.8 Management Procedures	Permanent	x
1.1.9 Legal Opinions	7 years	x
1.1.10 Notice of Meetings	7 years	
1.1.11 Petitions	7 years	x
1.1.12 Referendum Results	Permanent	x
1.1.13 Complaints	7 years	
1.1.14 Newsletters/Bulletins	1 year	x
1.1.15 Special Project Studies/Reports	3 years	x
1.1.16 Long Range Planning Reports	7 years	x
1.1.17 Management Correspondence/Memos	1 year	
1.1.18 Excuse from School Attendance Report to Board	3 years	
1.1.19 Election Notices	2 years	
1.1.20 Election Petitions	2 years	
1.1.21 Election Poll Lists	2 years	
1.1.22 Election Statistics	2 years	
1.1.23 Election Tally	2 years	
1.1.24 Election Tally Books and Returns	2 years	
1.1.25 Election Canvassing	10 years following elections	
1.1.26 Election Registrations	2 years following voter registration	

\* Retention periods begin at the time the records are created.

\*\* Transfer the record to the State Historical Society if it will not be preserved permanently by the district.

Date Adopted by School District

Date 1st Issued

Date Revised

## 1.0 Administration Records (continued)

1.2.0 Buildings and Grounds Records	Retention Period*	Historical Value**
1.2.1 School District Boundaries (& Plats) (including acknowledgments of changes)	Permanent	x
1.2.2 Architecture Building, Blueprints ***	Life of Building	x
1.2.3 Engineering Tracings	Life of Building	
1.2.4 Building and Site Data Books	Permanent	
1.2.5 Capital Instruction Books (Building)	Until Superseded	
1.2.6 Tool and Equipment Inventory	Life of Building	
1.2.7 Specifications	Life of Building	
1.2.8 Building Permits	6 years after acceptance	
1.2.9 Electrical Directories	Life of Building	
1.2.10 Maintenance Requests	7 years	
1.2.11 Abstract/Deeds/Title Papers/Mortgages	Permanent	
1.2.12 Chemical Wastes Manifest	Permanent	
<b>1.3.0 Transportation Records</b>		
1.3.1 Parent or Other School District Transportation Contracts	6 years	
1.3.2 Bus Transportation Contract	7 years after expiration	
1.3.3 Field Trip Permission Request	2 years	
1.3.4 Financial Statement for Out-of-District Field Trips	2 years	
1.3.5 Student Bus Registration Card or List	1 year	
1.3.6 Bus Rules	Until superseded	

\* Retention periods begin at the time the records are created.

\*\* Transfer the record to the State Historical Society if it will not be preserved permanently by the district.

\*\*\* Only selected drawings/blueprints have historical value.

Date Adopted by School District	
Date 1st Issued	Date Revised

## 1.0 Administration Records (continued)

1.3.0 Transportation Records (cont'd)	Retention Period*	Historical Value**
1.3.7 Bus Route Listing	1 year	
1.3.8 Report of Transportation of Handicapped Children (PI-1408)	1 year	
<b>1.4.0 Statistical Records</b>		
1.4.1 Wisconsin School Directory Update (PI-1280)	1 year	
1.4.2 Compliance Report–Pupil Nondiscrimination (PI-1197)	7 years	
1.4.3 Additional Personnel – Unfilled Vacancies/Uncertified/Emergency Licensed (PI-2198)	1 year	
1.4.4 School District Staff and Teacher Personnel Report (PI-1161)	Maintain source documents permanently	
1.4.5 School District Statistical Report (PI-1203)	Maintain source documents permanently	
1.4.6 District Support Staff (PI-1289)	Maintain source documents permanently	
1.4.7 School Enrollments (PI-1290)	Permanent	
1.4.8 List of School Personnel Who are Retiring at the End of the School Year (PI-1600)	1 year	
<b>1.5.0 Program Applications/Evaluations</b>		
1.5.1 Application for Federal Grant Under the Drug-Free Schools and Communities Act of 1986	5 years	
1.5.2 Application – Alcohol/Traffic Safety Chapter 20	5 years	
1.5.3 Vocational Education Application (PI-1301) (PI-1302)	5 years	
1.5.4 Application/Transition Program for Refugee Children (PI-1742)	5 years	
1.5.5 ECIA Chapter 1 Annual Evaluation (PI-1751)	5 years	

\* Retention periods begin at the time the records are created.

\*\* Transfer the record to the State Historical Society if it will not be kept permanently by the district.

Date Adopted by School District	
Date 1st Issued	Date Revised

## 1.0 Administration Records (continued)

1.5.0 Program Applications/Evaluations (continued)	Retention Period*	Historical Value**
1.5.6 Summer School Program Report – ITP Summary (PI-1805)	5 years	
1.5.7 Annual Achievement Report for Vocational Education (PI-1309)	5 years	
1.5.8 Application – ECIA, Chapter 2 (PI-1900)	5 years	
1.5.9 Evaluation – ECIA, Chapter 2 (PI-1907)	5 years	
1.5.10 EESA Title II Participation Verification (PI-1936)	5 years	
1.5.11 EESA Title II – Application (PI-1937)	5 years	
1.5.12 EESA Needs Assessment (PI-1938)	5 years	
1.5.13 Application – ECIA Chapter 1 Migrant Education (PI-1730)	5 years	
1.5.14 Application – Alcohol and Other Drug Programs Project Grant (PI-1816)	5 years	
1.5.15 Application – CESA Suicide Prevention Program (PI-9000)	5 years	
1.5.16 Evaluation Report – Suicide Prevention Program (PI-9001)	5 years	
1.5.17 Children at Risk Program Plan (PI-2376)	5 years	
1.5.18 ECIA – Chapter 1/Project Self-Assessment Report (PI-1721)	7 years	
1.5.19 ECIA – Chapter 1 General Evaluation (PI-1751)	7 years	

\* Retention periods begin at the time the records are created.

\*\* Transfer the record to the State Historical Society if it will not be kept permanently by the district.

Date Adopted by School District	
Date 1st Issued	Date Revised

## 1.0 Administration Records (continued)

1.5.0 Program Applications/Evaluations (continued)	Retention Period*	Historical Value**
1.5.20 Alcohol and Other Drugs Fellowship Program Application (PI-1809)	7 years	
1.5.21 Application for Approval of Occupations Now Pro- hibited Under Child Labor Provision NO. 3 (PI-1770)	7 years	
1.5.22 Grant Application – Human Growth and Development (HGD) (PI-9100-C)	7 years	

\* Retention periods begin at the time the records are created.

\*\* Transfer the record to the State Historical Society if it will not be kept permanently by the district.

Date Adopted by School District

Date 1st Issued

Date Revised

## 2.0 Finance Records

2.1.0 Purchasing/Payroll Records	Retention Period*	Historical Value**
2.1.1 Purchase Requisitions	1 year	
2.1.2 Purchase Orders	3 years	
2.1.3 Stock Requisitions	1 year	
2.1.4 Textbook Disposition Report	1 year	
2.1.5 Bids and Contracts	3 years	
2.1.6 Performance Guarantee/Warrant of Vendor	Length of warranty	
2.1.7 Vacation/Personal Leave Records	Current year	
2.1.8 W-2 Forms	7 years	
2.1.9 W-4 Forms	Until superseded	
2.1.10 Social Security Report	7 years	
2.1.11 Retirement Reports - Annual - Destroy	Permanent	
2.1.12 Canceled Payroll Check	6 years	
2.1.13 Monthly Bank Statement	2 years	
2.1.14 Check Register	3 years	
2.1.15 Enrollment Cards		
2.1.15.1 Disability Insurance	Maintain 10 years after retirement	
2.1.15.2 Life Insurance	Maintain 10 years after retirement	
2.1.15.3 Health/Dental Insurance	Maintain 10 years after retirement	
2.1.15.4 Tax Sheltered Annuity	Maintain 10 years after retirement	
2.1.15.5 United Funds	1 year	
2.1.15.6 Union Dues	Current year	
2.1.15.7 Other Payroll Deductions	1 year	
2.1.16 Payroll Distribution Report	3 years	
2.1.17 Payroll Deduction Report	3 years	
2.1.18 Additional Duty Forms	1 year	
2.1.19 Insurance Reports and Bills	Current year	

\* Retention periods begin at the time the records are created.

\*\* Transfer the record to the State Historical Society if it will not be kept permanently by the district.

Date Adopted by School District	
Date 1st Issued	Date Revised

## 2.0 Finance Records (continued)

2.1.0 Purchasing/Payroll Records (cont'd)	Retention Period*	Historical Value**
2.1.20 Absence Report/Time Sheets	1 year	
2.1.21 State and Federal Tax Reports	3 years	
2.1.22 Stop Payments	1 year	
2.1.23 Merit Pay	Current year	
<b>2.2.0 Accounting/Budget Records</b>		
2.2.1 Budget Report to DPI (PI-1504)	Permanent	
2.2.2 Annual Report to DPI (PI-1505)	Permanent	
2.2.3 Annual Audit Statement to DPI (PI-1506)	Permanent	
2.2.4 Regular Tuition Reports (PI-1514)	Permanent	
2.2.5 Summer School Report to DPI (PI-1804)	3 years	
2.2.6 Annual Budget Preparation Records	3 years	
2.2.7 Annual Budget	Permanent	x
2.2.8 Annual Audit Reports	Permanent	x
2.2.9 Disbursement and Receipt Journal	7 years	
2.2.10 General Ledger - All Funds	7 years	
2.2.11 Fund Ledger Cards	7 years	
2.2.12 Canceled General Voucher Checks	7 years	
2.2.13 Monthly Bank Statements	7 years	
2.2.14 Monthly Reconciliation Ledger	7 years	
2.2.15 Bank Deposit Receipts	7 years	
2.2.16 District Equalization Valuation Report	7 years	
2.2.17 State Aid Computation Cards (PI-1519)	7 years	
2.2.18 Tax Levy Certification	7 years	
2.2.19 State Aid Payment Vouchers (PI-1518)	7 years	

\* Retention periods begin at the time the records are created.

\*\* Transfer the record to the State Historical Society if it will not be kept permanently by the district.



Date Adopted by School District

Date 1st Issued

Date Revised

## 2.0 Finance Records (continued)

2.2.0 Accounting/Budget Records (cont'd)	Retention Period*	Historical Value**
2.2.20 State Transportation Aid Vouchers (PI-1547)	7 years	
2.2.21 Common School Fund Voucher	7 years	
2.2.22 County Aid Payment Voucher	7 years	
2.2.23 State Superintendent Acknowledgment of District Boundary Changes	7 years	
2.2.24 State Aid Worksheets	7 years	
2.2.25 Outstanding Long-Term Indebtedness Statements Includes:	Permanent	
2.2.25.1 Long-Term Bonds		
2.2.25.2 Long-Term Notes		
2.2.25.3 Short-Term Notes		
2.2.25.4 Approved State Trust Fund Application		
2.2.25.5 Land Contracts		
2.2.25.6 Certificate of Bond Sale		
2.2.25.7 Schedule of Bond Retirements		
2.2.26 Canceled Bonds of Indebtedness and Interest	7 years	
2.2.27 Canceled Interest Coupons	7 years	
2.2.28 Invoices	7 years	
2.2.29 Receiving Reports	7 years	
2.2.30 Contracts for Contest Officials	1 year	
2.2.31 Contracts for Athletic Officials	1 year	
2.2.32 Insurance Policies	Permanent	
2.2.33 Damage and Loss Reports	7 years	

\* Retention periods begin at the time the records are created.

\*\* Transfer the record to the State Historical Society if it will not be kept permanently by the district.

Date Adopted by School District

Date 1st Issued

Date Revised

## 2.0 Finance Records (continued)

2.2.0 Accounting/Budget Records (cont'd)	Retention Period*	Historical Value**
2.2.34 Food Service Records		
2.2.34.1 Application/Agreement/Policy Statements for Food and Nutrition Programs	3 years	
2.2.34.2 Applications for Free and Reduced Price Meals	3 years	
2.2.34.3 Joint Agreement/Vendor – Management Company	3 years	
2.2.34.4 Verification Summary/Documentation	3 years	
2.2.34.5 Daily Participation Record (by building) (Lunch, Breakfast, $\frac{1}{2}$ -Day Kindergarten Milk)	3 years	
2.2.34.6 Menus/Production Record (lunch and breakfast)	3 years	
2.2.34.7 Monthly Reimbursement Claim (PI-1409)	3 years	
2.2.34.8 Quarterly Financial Report (PI-1409)	3 years	
2.2.34.9 Donated Food Distribution Program	3 years	
2.2.34.10 Monthly Inventory Records	3 years	
2.2.34.11 A la Carte, Lunch, Breakfast, $\frac{1}{2}$ -Day Kindergarten Milk Program Sales Records	3 years	
2.2.35 Grant Applications - Successful††	5 years or after audit	
2.2.36 Grant Applications - Unsuccessful	1 year	
2.2.37 Tuition Worksheet (PI-1524)	1 year after audit	
2.2.38 Tuition Claim for Non-Residents (PI-1525)	1 year after audit	
2.2.39 Summer School Program Report (aid computation) (PI-1804)	1 year after audit	
2.2.40 Vocational Education Financial Plan (PI-1313)	1 year after audit	
2.2.41 Certification of Referendum Amount (PI-1572)	1 year after audit	
2.2.42 Indirect Cost Rate Adjustment – Schools (PI-1161)	7 years	
2.2.43 Budget Revision/Equipment Approval (PI-2175)	7 years	

\* Retention periods begin at the time the records are created.

\*\* Transfer the record to the State Historical Society if it will not be kept permanently by the district.

†† Records must be retained for 5 years after completion of the activity for which the grant was used.

Date Adopted by School District	
Date 1st Issued	Date Revised

## 3.0 Personnel Records

3.1.0 Employee Records	Retention Period*	Historical Value**
3.1.1 Teaching Certificates (including permits and certifications)	Permanent	
3.1.2 Transcript of College Credit	Until termination	
3.1.3 Certificate of Previous Experience	1 year after initial employment	
3.1.4 Evaluation Records	10 years after date of retirement, resignation or termination	
3.1.5 Individual Teaching Contracts	10 years after termination	
3.1.6 Other Individual Employment Contracts	10 years after termination	
3.1.7 Applications (Hired)	10 years after date of retirement, resignation or termination	
3.1.8 Applications (Not Hired)	3 years	
3.1.9 Immigration and Nationalization Service INS 9 Forms	3 years from date of hire, or one year after termination, whichever is later.	
3.1.10 Staff Accident Reports 3.1.10.1 Injury Claims 3.1.10.2 Workers Compensation 3.1.10.3 Public Liability 3.1.10.4 Settlements	1 year after settlement 1 year after settlement 1 year after settlement Permanent	
3.1.11 Injury Frequency Charts (DIHLR)	7 years	
3.1.12 Health and Safety Bulletins	Until superseded	
3.1.13 Medical Records 3.1.13.1 Physical Examinations 3.1.13.2 TB Tests 3.1.13.3 Other Medical Records	Until superseded 3 years or until superseded 3 years after separation	

\* Retention periods begin at the time the records are created.

\*\* Transfer the record to the State Historical Society if it will not be kept permanently by the district.

Date Adopted by School District	
Date 1st Issued	Date Revised

### 3.0 Personnel Records (continued)

3.1.0 Employee Records (continued)	Retention Period*	Historical Value**
3.1.14 Health & Dental Insurance Waivers	1 year after date of retirement, resignation or termination	
3.1.15 Affirmative Action Files Sexual harassment and discrimination	Permanent	
3.1.16 Arbitration Decisions – Negotiator	Permanent	
3.1.17 Athletic Activity Contracts	6 years beyond date of initial contract	
3.1.18 Classification Studies Description of job duties of individual school district positions.	5 years from creation	
3.1.19 Disability Insurance Claims Claims filed by employees for disability insurance program.	7 years after final settlement of claim	
3.1.20 Eligibility Register Lists of job applicants who have qualified for positions within district	Retain until 3 years after job has been filled	
3.1.21 Employee Deficiency/Termination Reports	5 years after termination	
3.1.22 Equal Employment Opportunity Reports/Summary Data Reports sent to Federal Government.	3 years	
3.1.23 Fair Labor Standards Act Salary schedules, employee classification, compensation periods, work schedules/periods.	Permanent	
3.1.24 Grievance Files Employee grievances and/or complaints filed under a labor agreement or personnel rules. This also relates to arbitration files and related court cases.	7 years from date of filing	

\* Retention periods begin at the time the records are created.

\*\* Transfer the record to the State Historical Society if it will not be kept permanently by the district.

Date Adopted by School District	
Date 1st Issued	Date Revised

### 3.0 Personnel Records (continued)

3.1.0 Employee Records (continued)	Retention Period*	Historical Value**
3.1.25 Insurance Certificates and Policies	6 years after expiration	
3.1.26 Insurance Premium Reports	6 years from date of creation	
3.1.27 Insurance Working Files	5 years from date of creation	
3.1.28 Labor Union – Contracts Contracts between school district and various labor unions including: correspondence, salary schedules, personnel policies.	6 years after expiration	
3.1.29 Labor Union – Disputes	Permanent	
3.1.30 Labor Union – Negotiations Minutes	Permanent	
3.1.31 Non-Union Salary Determination Annual salary schedules for all non-union employees.	6 years after expiration	
3.1.32 OSHA–Employee Accident Reports	5 years beyond date of accident	
3.1.33 OSHA – Employee Exposure Records*** Any information concerning employees exposed to toxic substances or harmful physical agents.	30 years after termination, resignation or retirement	
3.1.34 OSHA – Employee Medical Records Any information concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician, including: medical and employment questionnaires or histories, medical exams, medical opinions, descriptions of treatments and prescriptions, and employee medical complaints.	30 years after termination, resignation or retirement	
3.1.35 Performance of Work Contracts	10 years after action completed	

\* Retention periods begin at the time the records are created.

\*\* Transfer the record to the State Historical Society if it will not be kept permanently by the district.

\*\*\* The EPA Toxic Substance Control Act requires 30 year retention for records of adverse reactions to employees' health, or health-related allegations arising from occupational exposure; five years for other allegations.

Date Adopted by School District	
Date 1st Issued	Date Revised

### 3.0 Personnel Records (continued)

3.1.0 Employee Records (continued)	Retention Period*	Historical Value**
3.1.36 Personnel Files – Individual Containing applications, accident reports, citations, medical records (physical exam certificates, etc.), personal history, employee references, and letters of appointment/promotion, termination/resignation.	10 years after date of retirement, resignation or termination	
3.1.37 Personnel Files – Summer School Applications, contracts and miscellaneous correspondence for summer employment.	10 years after date of retirement, resignation or termination	
3.1.38 Personnel and Promotion List	3 years or until superseded	
3.1.39 Position Recruitment File Relating to posting, recruitment, selection, and appointment to each position.	3 years after date of recruitment	
3.1.40 Requisition For Personnel Request for personnel to fill job vacancies.	Retain until 3 years after job is filled or the requisition is canceled	
3.1.41 Substitute Teacher Reports	3 years from date of hire	
3.1.42 Unemployment Claims/Compensation Claims for unemployment.	6 years after date of claim	
3.1.43 Worker's Compensation – Claims Injury reports and correspondence dealing with injuries.	1 year after date of claim/settlement	
3.1.44 Summons/Pleadings, other Legal Documents	Permanent	
3.1.45 Notices of Claims	7 years	

\* Retention periods begin at the time the records are created.

\*\* Transfer the record to the State Historical Society if it will not be kept permanently by the district.

## **Further Considerations**

The Age Discrimination in Employment Act requires one year retention of job applications, resumes, job advertisements or notices to the public, test papers for employer-administered aptitude tests, and physical examination records.

Section 504 of the Rehabilitation Act of 1973 requires at least one year retention of employment records (including promotions, training and accommodations made) for disabled applicants and employees.

Date Adopted by School District	
Date 1st Issued	Date Revised

## 4.0 Pupil Records

4.1.0 Information Records	Retention Period*	Historical Value**
4.1.1 Homebase Education Application (PI-1206)	1 year after graduation	
4.1.2 Home Language Reports – Civil Rights information	1 year after student leaves school system	
4.1.3 Listing of Disclosure and Transfer of Student Records	Permanent	
4.1.4 Nonresident Pupil Attendance Application/Agreement	1 year after student leaves school system	
4.1.5 Athletic Records Team results, participation, contracts, transportation records, etc.	7 years after student leaves school system	
4.1.6 Accident Reports – Student Originating during school year and on school buildings or grounds.	3 years after student reaches age of majority	
4.1.7 School Census Report (PI-1276)	Permanent	
4.1.8 Driver Education Program Approval (PI-1709)	7 years	
4.1.9 Application for Driver Education Certificates (PI-1715)	3 years	
4.1.10 Report of Students Leaving School (PI-1204)	Permanent	
4.1.11 January Pupil Membership Report (PI-1563)	3 years	
4.1.12 Summary of Limited – English Speaking Students (PI-1850)	7 years	

\* Retention periods begin at the time the records are created.

\*\* Transfer the record to the State Historical Society if it will not be kept permanently by the district.



Date Adopted by School District	
Date 1st Issued	Date Revised

## 4.0 Pupil Records (continued)

4.2.0 Progress Records	Retention Period*	Historical Value**
4.2.1 Pupil Progress Records 4.2.1.1 Secondary School Record 4.2.1.2 Scholastic Record Card 4.2.1.3 Pupil's grades 4.2.1.4 Courses taken 4.2.1.5 Attendance record 4.2.1.6 Pupil's school extracurricular activities 4.2.1.7 Degrees/Awards 4.2.1.8 Report Cards	Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent	
<b>4.3.0 Behavioral and Health Care Records</b>		
4.3.1 Pupil Health Care Records Accurate complete and current data base; past health history, present health status, immunization status, review of systems, health practices, developmental history and status, family structure, function and health Problem/Concern List School Psychologist Assessment Records, Treatment Records Sequential Narrative Notes, School Nurse Notes OT/PT Records Plan for Continuity of Care/Service at Transfer, Graduation	1 year after student leaves school system	
4.3.2 Achievement and Test Results Ability Profile	1 year	
4.3.3 Psychological Test Results, School Level	1 year	

\* Retention periods begin at the time the records are created.

\*\* Transfer the record to the State Historical Society if it will not be kept permanently by the district.

Date Adopted by School District	
Date 1st Issued	Date Revised

## 4.0 Pupil Education Records (continued)

<b>4.3.0 Behavioral and Health Care Records (cont'd)</b>	<b>Retention Period*</b>	<b>Historical Value**</b>
4.3.4 Psychological Test Results, Central Office	1 year after student leaves school or graduates	
4.3.5 Individual Student Disciplinary File	1 year after student leaves school or graduates	
4.3.6 Student Expulsion Report	1 year after student leaves school or graduates	
4.3.7 Student Suspension Report	1 year after student leaves school or graduates	
4.3.8 Assault Against Staff Report	1 year after student leaves school or graduates	
<b>4.4.0 Special Education Individual Pupil Records</b>		
4.4.1 Evaluation Records	1 year after student leaves school or graduates	
4.4.2 Individual Education Program (IEP)	7 years	
4.4.3 M-Team Reports	7 years	

\* Retention periods begin at the time the records are created.

\*\* Transfer the record to the State Historical Society if it will not be kept permanently by the district.

Date Adopted by School District	
Date 1st Issued	Date Revised

## 5.0 Special Education Records

5.1.0 Special Education Records	Retention Period*	Historical Value**
5.1.1 Special Education Plan/Claim (PI-2199 or equivalent)	7 years	
5.1.2 Homebound Instruction Application (PI-2209 or equivalent)	7 years	
5.1.3 Project Applications (PI-2111)		
5.1.3.1 PL 94-142 Flow-Through Funds	7 years	
5.1.3.2 PL 94-142 Discretionary Funds	7 years	
5.1.3.3 PL 89-313 Local Educational Agency Transfer Funds	7 years	
5.1.3.4 PL 99-457 Preschool Entitlement Funds	7 years	
5.1.3.5 PL-457 Preschool Discretionary Funds	7 years	
5.1.4 Plan and Claim/Annual Plan of Services		
5.1.4.1 Exceptional Education (PI-2199)	7 years	
5.1.4.2 Summary of EEN Programs/EEN Plan and Claim Summary (PI-2200)	7 years	
5.1.4.3 EEN Leadership (PI-2201)	7 years	
5.1.4.4 Mentally Retarded (PI-2202)	7 years	
5.1.4.5 Special Learning Disabilities (PI-2203)	7 years	
5.1.4.6 Emotionally Disturbed (PI-2204)	7 years	
5.1.4.7 Vision (PI-2205)	7 years	
5.1.4.8 Hearing (PI-2206)	7 years	
5.1.4.9 Speech Language (PI-2207)	7 years	
5.1.4.10 Physically Handicapped/Other Health Impaired (PI-2208)	7 years	
5.1.4.11 Homebound Instruction (PI-2209)	7 years	
5.1.4.12 Early Childhood (PI-2210)	7 years	
5.1.4.13 School Age Parents Program (PI-2314)	7 years	
5.1.5 School Psychological Services Financial Plan and Claim (PI-2311)	7 years	

\* Retention periods begin at the time the records are created.

\*\* Transfer the record to the State Historical Society if it will not be kept permanently by the district.

Date Adopted by School District	
Date 1st Issued	Date Revised

## 5.0 Special Education Records (continued)

5.1.0 Special Education Records (cont'd)		Retention Period*	Historical Value**
5.1.6	School Social Worker's Plan and Report (PI-2312)	7 years	
5.1.7	School Psychologist's Plan and Report (PI-2313)	7 years	
5.1.8	School Social Work Services Financial Plan and Claim (PI-2361)	7 years	
5.1.9	Registration of Blind Students (PI-2004)	7 years	
5.1.10	School District Plan, Part A Exceptional Needs Assessment (PI-2176)	7 years	
5.1.11	PL 89-313 Count of Children Transferring to Local Education Agencies From State Operated and State Supported Program (PI-2119)	7 years	
5.1.12	Enrollment Report – Exceptional Education (PI-2300)	7 years	
5.1.13	Enrollment Report – Therapy Services (PI-2131)	7 years	

\* Retention periods begin at the time the records are created.

\*\* Transfer the record to the State Historical Society if it will not be kept permanently by the district.

## 6.0 Miscellaneous Records

School Districts may have records not on this retention schedule. Many older records do not conform to the record types listed here. To prevent the accidental destruction of historically significant records, school districts should notify the State Historical Society prior to the destruction of any record more than 50 years old, whether listed in the schedule or not.

School districts may destroy records that do not appear on this schedule any time after seven years and be in compliance with s. 19.21(6) provided that 60 days' written notice is given to the State Historical Society. If the school district wishes to destroy a record before seven years have elapsed, it must obtain approval from the Public Records and Forms Board. Districts should contact the Executive Secretary of the Public Records and Forms Board for information on how to submit schedules to the Board for its review.

Dated Adopted by School District	
Date 1st Issued	Date Revised

[illegible]

\* Retention periods begin at the time the records are created.

**\*\*** Transfer the record to the State Historical Society if it will not be kept permanently by the district.

† It is suggested that a copy also be routed for preservation to a local library.

## 6.0 Miscellaneous Records (continued)

School Districts may have records not on this retention schedule. Many older records do not conform to the record types listed here. To prevent the accidental destruction of historically significant records, school districts should notify the State Historical Society prior to the destruction of any record more than 50 years old, whether listed in the schedule or not.

School districts may destroy records that do not appear on this schedule any time after seven years and be in compliance with s. 19.21(6) provided that 60 days' written notice is given to the State Historical Society. If the school district wishes to destroy a record before seven years have elapsed, it must obtain approval from the Public Records and Forms Board. Districts should contact the Executive Secretary of the Public Records and Forms Board for information on how to submit schedules to the Board for its review.

Dated Adopted by School District	
Date 1st Issued	Date Revised

6.1.0 Miscellaneous Records	Retention Period	Historical Value

# **Appendix I**

## **Wisconsin Statute**

### **Section 19.21 (6)**

(6) A school district, except a first class city school district, may provide for the destruction of obsolete school records. Prior to any such destruction, at least 60 days' notice in writing of such destruction shall be given to the historical society, which shall preserve any records it determines to be of historical interest. The historical society may, upon application, waive the notice. The period of time a school district record shall be kept before destruction shall be not less than seven years, unless a shorter period is fixed by the public records and forms board under s. 16.61(3)(e) and except as provided under sub. (7). This section does not apply to pupil records under s. 118.125.

January, 1990

## Appendix II

### Wisconsin Statute Section 118.125(1)(2m) and (3)

*Covering legislation enacted through January, 1990*

**118.125 Pupil records.** (1) **DEFINITIONS.** In this section:

(a) **"Behavioral records"** means those pupil records which include psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual pupil's behavior, tests relating specifically to achievement or measurement of ability and any other pupil records which are not progress records.

(b) **"Directory data"** means those pupil records which include the pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recent previously attended by the pupil.

(c) **"Progress records"** means those pupil records which include the pupil's grades, a statement of the courses the pupil has taken, the pupil's attendance record and records of the pupil's school extracurricular activities.

(cm) **"Pupil health care records"** means all records related to the health of an elementary or high school pupil prepared by or under the supervision of a health care provider, as defined under s. 146.81(1), except those records subject to s. 51.30 or records of tests administered under s. 343.305.

(d) **"Pupil records"** means all records, except pupil health care records, relating to individual pupils maintained by an elementary or high school but does not include notes or records maintained for personal use by a teacher or other person who is

required by the department under s. 115.28(7) to hold a certificate, license or permit if such records and notes are not available to others nor does it include records necessary for, and available only to persons involved in, the psychological treatment of a pupil.

**118.125(2m) CONFIDENTIALITY OF PUPIL HEALTH CARE RECORDS.** (a) Except as provided in par. (b), for the purposes of this section, a pupil health care record shall be treated as is a patient health care record under ss. 146.81 to 146.83.

(c) Any part of a pupil health care record that concerns the results of a test for the presence of HIV or an antibody to HIV shall be treated as provided under s. 146.025.

**(3) MAINTENANCE OF RECORDS.** Each school board shall adopt rules in writing specifying the content of pupil records and the time during which pupil records shall be maintained, except that no behavioral records may be maintained for more than one year after the date upon which the pupil graduated from or last attended the school, unless the pupil specifies in writing that individual behavioral records may be maintained. Rules adopted under this subsection shall be published by the school board as a class one notice under ch. 985. Pupil records need not be maintained and pupil health care records may not be maintained for a period of longer than five years after the pupil ceases to be enrolled in the school. School districts may maintain pupil records on microfilm or in such form as the board deems appropriate.



# APPENDIX III

## List of Relevant Statutes

*Covering legislation enacted through January, 1990*

<b>Destruction of Public Records</b>			
After Request to Inspect or Copy	§19.35(5)	<b>Public Records and Forms Board</b>	§16.61
City Council, Authorization	§19.21(4)		
Village Board, Authorization	§19.21(4)	<b>Public Records Defined</b>	§19.32 (2)
County Boards, Authorization	§59.717	<b>Historical Society</b>	
School Boards, Authorization	§19.21(6)	Notice to of Destruction of	§19.21(4)(a), (5),
Town Boards, Authorization	§19.21(4)	Records	(6), (8)
Milwaukee County, Authorization	§19.21(5)	Transfer of Records to	§19.23
Metropolitan Sewerage		County Records, Transfer to	§59.716
Commission, Authorization	§19.21(8)	Municipal and Court Records,	
Notice of State Historical Society	§19.21(4)(a), (6), (8)	Transfer to	§44.09
When May be Destroyed	§§19.21(4)(b), (6),		
	(7), (8), 19.35(5)	<b>Access to Public Records</b>	§19.35
Meetings, Tape Recordings	§19.21(7)	Custodian, Restricting	§19.35(1)(k)
		Limitations Upon Access	§§19.36, 19.35(1)(k)
<b>School District</b>		Notice of Right to	§19.34(1)
Pupil Records	§118.125(1)	Hours in Which Permitted	§19.34(2)
Confidentiality	§118.125(2)		
Maintenance of Records	§118.125(3)	<b>Exceptions to Public Records Law</b>	
Transfer of Records	§118.125(4)	Limitations Upon Access	§19.36(1)
Use for Suspension or Expulsion	§118.125(5)	Law Enforcement Records	§19.36(2)
Application to Existing Records	§118.125(6)	Trade Secrets	§19.36(5)
Records, When Obsolete		Separating Public from Nonpublic	§19.36(6)
Destruction of	§19.21(6)		
Authority, Included as	§19.21(1)		
Records, Microfilming	§19.21(4)(c)		

## **APPENDIX IV**

### **The Education Department's General Administrative Regulations (EDGAR)**

EDGAR consolidated into a single document uniform requirements for the administration of U.S. Department of Education grants. The administrative regulations provide specific provisions for retention of federal program records. EDGAR provides for a five year retention period. If any litigation, claim, negotiation, audit or other action involving the records has commenced before the end of the five year period, the records must be retained until completion of the action and resolution of all issues or until the end of the five year period, whichever is later.

The following is a listing of federal educational programs covered by these EDGAR provisions:

- Education of Handicapped Children in State Operated or Supported Schools (89-313)
- Chapter 1 - Basic Grant
- Chapter 1 - Migrant
- Chapter 1 - Neglected and Delinquent
- Education of the Handicapped Act PL 94-142
- Public Library Services (LSCA 1)
- Library Services and Construction Act (LSCA 2)
- Interlibrary Cooperation (LSCA 3)
- Carl D. Perkins Vocational Education Act
- Transition Program for Refugee Children
- Chapter 2
- Removal of Architectural Barriers to the Handicapped
- Emergency Immigrant Education Assistance
- State Grants for Strengthening the Skills of Teachers and Instruction in Mathematics, Science, Foreign Languages and Computer Learning (EESA, Title II)
- EHA PL 99-457 Preschool Grants
- Drug Free Schools and Communities Act of 1986